



JOB DESCRIPTION

JOB TITLE: Assistant Engineer

DEPARTMENT: Public Works Department

REPORTS TO: Senior Civil Engineer

DATE: April, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: December, 1997

FLSA EXEMPT: No

JOB SUMMARY: Under the general supervision of the Senior Civil Engineer, the Assistant Engineer performs a variety of professional civil engineering work related to all aspects of municipal engineering function; performs related work as required.

CLASS CHARACTERISTICS: Assistant Engineer is the journey level of the professional engineering series. Incumbents may be assigned specific projects or may act as part of a team effort on a larger project. Some latitude for independent judgment is possible within established guidelines. This class is distinguished from the Associate Engineer position, which is the advanced journey level of the series, capable of performing complex and difficult project work along with supervision of engineering aide staff.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Senior Civil Engineer, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Design and detail structures, utility facilities, roadways, site improvements and various public works projects.
2. Oversee development of construction drawings for accuracy and conformance with design requirements.
3. Act as project engineer of construction projects of moderate difficulty.
4. Inspect the construction of engineered facilities for conformity with plans and specifications.
5. Direct the work of consultants and/or technical staff on specific projects.
6. Conduct studies and use computer programs to solve specific engineering problems.
7. Maintain accurate records and prepare clear and concise reports, correspondence and other written materials related to the work.

8. Prepare and review plans, specifications, bids, contracts, and reports.
9. Confer with other City staff and consultants to coordinate projects.
10. Coordinates with outside agencies and utility companies on proposed public works and development projects.
11. Prepare cost and feasibility studies on proposed and existing facilities.
12. Perform traffic engineering related activities including preparation and/or review of striping and signage plans, traffic signal plans, etc.; review traffic complaints and reach sound conclusions within established guidelines.
13. Review subdivision maps for accuracy and for conformity with approved tentative maps, subdivision map act, and City ordinances.
14. Provide flood zone information/determination to the public and business community.
15. Respond to citizens' complaints on drainage and flooding issues and assist in providing solutions to their problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering.
2. Two years of professional civil or related engineering experience.
3. An advanced degree in an accredited civil engineering curriculum may be substituted for one year of the required experience.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possession of an Engineer-In-Training Certificate accepted by the State of California.
3. Registration as a Professional Civil Engineer issued by the State of California is desired but not required.

Other Requirements:

1. Must have sufficient mobility to inspect construction projects in the field.
2. Must be willing to work out of doors in various weather conditions.

Knowledge of:

1. Civil engineering principles and practices with particular reference to public works projects.
2. Methods and materials used in the construction of public facilities.
3. Engineering mathematics through calculus.
4. Basic surveying, drafting and materials testing techniques.
5. Data processing principles as applied to the solution of engineering problems.
6. Sources of civil engineering and construction information.
7. Specification and estimate writing techniques.
8. Project management techniques.
9. Construction practices.

Skill in:

1. Applying civil engineering principles to the solution of engineering problems.
2. Interpreting and preparing drawings, maps, graphs, specifications and compilation of numerical data.
3. Maintaining accurate records and preparing clear and concise reports.
4. Preparing engineering studies, evaluations, and staff reports.
5. Inspecting City or private development projects.
6. Evaluating operational activities and making recommendations for improvements.
7. Directing the work of technical staff on specific projects.
8. Providing outstanding customer satisfaction (internally and externally).
9. Use of common office software including Microsoft Office and applicable specialized engineering software.

Ability to:

1. Quickly learn the policies and procedures pertaining to the work.
2. Manage multiple construction or plan checking projects.
3. Establish and maintain working relationships with those contacted in the course of the work.
4. Communicate effectively orally and in writing with the public in a professional, courteous manner.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employees generally work 80% indoors and 20% outdoors.

2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. While performing the duties of this job outdoors, the employee occasionally works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.